

1 Jan 2013

MEMORANDUM FOR 45 SW/XP (THOMAS EYE)

FROM: Acme, Inc.  
1000 Main Street  
Hometown, FL 32925-0000

SUBJECT: Program Introduction Letter for Acme, Inc. Widget Test

1. Acme, Inc. requests access to the Cape Canaveral Air Force Station (CCAFS) to conduct widget testing in support of the Acme, Inc. widget research and development program (see attachment 1 for program overview). Acme's focus has been to test widgets in a realistic operational environment, and we feel that facilities at CCAFS are optimal for our tests. We currently plan to conduct testing from 26 Feb-1 Mar.
2. Toward this effort, Acme, Inc. needs access to a suitable location at CCAFS. Acme personnel will comply with all federal and/or state regulatory requirements as identified by your experts. We understand our testing will not begin until we have submitted all required documentation and have obtained all necessary 45th Space Wing approvals.
3. Thank you for your assistance supporting our test activities at CCAFS. If you have any questions, please call my action officer, Mr. John Q. Customer, Acme Test Director at (321) 987-6543 or e-mail [customer@acme.com](mailto:customer@acme.com).

John Q. Customer  
Test Director, Acme Inc.

Attachment:  
1. Program Overview

## **XXX Program Overview**

**1. Purpose.** (Why do you want to do this test? What are the objectives (factory buy-off, contract deliverable, technology demo, etc))

**2. Overview/conops.** (Provide a brief description of your hardware/vehicle, what sensors it has, and how you plan to operate at the Cape. For example, “Bring equipment to site at 0800, fuel test vehicle using fuel truck, launch test vehicle, fly vehicle for XX hours, recover vehicle, remove vehicle and support equipment from site by 1700”). Also include any applicable flight path/trajectory information. Diagrams of hardware with dimensions are helpful.

**3. Schedule.**

(Identify projected test date(s) and times (which shift testing will be done – day or night, approximate hours – for example 0730 – 1700, and how many days). Also, identify how many times per year the testing will be done and for how many years.)

**4. Test Resources.**

4.1 Test Equipment. (List your major equipment you’ll be bringing on the range with a short description. Drawings/sketches/pictures not required, but if you want to provide, it’s helpful)

4.2 Test Site Requirements. (Provide if you require land use at the CCAFS. Describe how long you’ll require land use, utility requirements (water, sewage, power, portable toilets, comm, data transmission, etc), and anything else you need at the site. Also describe any air space requirements. Let us know if you have a specific location in mind.)

4.3 Test Site Construction. (State if you will perform any construction at the site and describe)

4.4 Range Support Requirements. (Describe here any range support you need from the 45 SW in order to conduct your testing, such as radar, telemetry, weather forecasts, etc.)

**5. Hazards.**

(List any hazardous operations (including explosives, lasers, etc.) and/or hazardous materials including explosives and other fuels used in your operations).

**6. Other impacts to 45 SW operations.**

(Identify electromagnetic emissions, including power/frequencies. Identify what data any sensors will collect).

**7. Security Requirements** (Is testing CLASSIFIED, proprietary, etc? What is the security level of the documentation/information concerning this program? Will you need 45 SW to provide security at the test site?)

**8. Test Organization POCs.**

Name	Responsibility	E-Mail	Phone Number